



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

REGIONAL DIRECTOR, ANIMAL SERVICES

Class No. 002273

■ CLASSIFICATION PURPOSE

To serve as principal assistant to the Director, Animal Services, and to assist in managing the overall activities of the Department of Animal Services providing animal regulatory and health services within San Diego County; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an executive management class allocated only to the Department of Animal Services. The Regional Director, Animal Services assists in the overall management of the Department of Animal Services providing animal regulatory and health services within San Diego County. Positions in this class are responsible for the management and operation of one of the Department's three animal shelters.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Assists in planning, directing, organizing, coordinating, and evaluating the overall activities of the Department of Animal Services including the enforcement of protection regulations and animal care services.
2. Assists in planning and directing the control of diseased animals and predatory animal populations.
3. Directs, plans and coordinates the operation of county animal shelters that includes field and dispatching services.
4. Participates in contract negotiations for services to be provided.
5. Manages and directs operations with local government agencies and contracting agencies.
6. Manages and participates in a wide variety of management-level activities including civil litigation, employee safety and facilities maintenance.
7. Directs the analysis of new legislation and assists in developing departmental policies/procedures.
8. Identifies operational problems and formulates appropriate solutions.
9. Acts as liaison with other public and private agencies and provides information to the media, public, and agency representatives on departmental activities.
10. Performs special studies and projects as assigned by the Director.
11. Acts in the absence of the Director.
12. Supervises subordinate staff.
13. Provides high quality service to County employees, representatives of outside agencies, and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laws, codes, and regulations related to the control, protection, and care of a variety of domestic and wild (predatory) animals.
- Operations and management of animal control shelters and field services.

- Principles and theory of public administration.
- Principles of cost benefit analysis, fiscal management, budget administration, and accounting.
- Principles and practices of supervision and training and office automation.
- Policy/procedure development and implementation related to animal control enforcement, service programs, and administration.
- Continuous improvement of work methods, to include operations, office technology, and record keeping.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Assist in planning, organizing, directing and evaluating the overall activities of animal services staff involved in enforcement, animal care/licensing services, and administrative activities.
- Identify and resolve departmental operational problems.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, community/citizen groups, and representatives from government, media, and the public.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Effectively communicate orally and in writing.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalent in public administration, business administration or any other related field; AND three (3) years of experience with executive-level accountability for enforcing animal welfare regulations and providing animal health services in a large public agency.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Works indoors in adequate workspace with adequate temperature, ventilation, and lighting. Fieldwork may include visiting businesses and attending off-site meetings.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

New: June 25, 1982
Revised: February 13, 2003
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